# **New Coordinator Guide**

## **Get to Know the Program**

The School Health Services (SHS) Program allows school districts to receive federal Medicaid funds for delivering Medicaid allowable school health services to Medicaid eligible children. Districts may also receive federal funding through the Medicaid Administrative Claiming (MAC) component for performing administrative activities which include service coordination, outreach, enrollment and administrative functions that support the Medicaid program.

### **Get to Know Your Resources**

### The Department of Health Care Policy and Financing (Department)

The Department is the state body in charge of administering the SHS Program. The Department's responsibilities include policy development and administration of the SHS Program in accordance with Centers for Medicare and Medicaid Services (CMS). Available on website: Program Manual, Newsletters, Training Materials, Stakeholder Forum information

Contact Information		
Contact	Shannon Huska	
Phone	303-866-3131	
E-mail	Shannon.Huska@state.co.us	
Website	Colorado.gov/pacific/hcpf/school-health-services	
Training	ining Colorado.gov/pacific/hcpf/school-health-services-training-schedule	
Stakeholder	Colorado.gov/hcpf/school-health-services-stakeholder-forum	

# The Colorado Department of Education (CDE)

CDE provides assistance with developing the Local Services Plan (LSP) required for participation in the SHS Program. Districts are required to develop a LSP every five years based on community input and priorities to determine how Medicaid reimbursement funds shall be spent which is reported annually. Available on website: Local Services Plan information and Annual Report information

Contact Information		
Contact	Jill Mathews	
Phone	303-866-6978	
E-mail	Mathews_J@cde.state.co.us	
Website	CDE.state.co.us/healthandwellness/medicaid home	

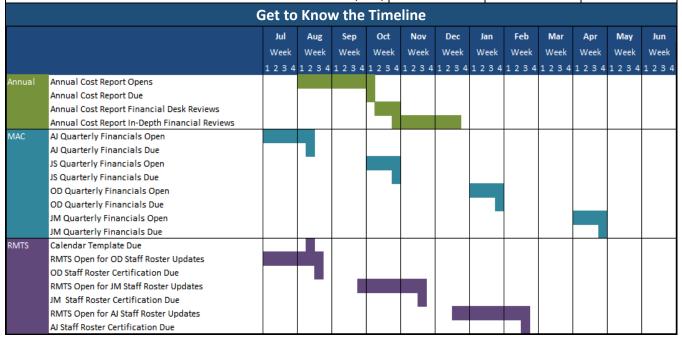
### **Public Consulting Group (PCG)**

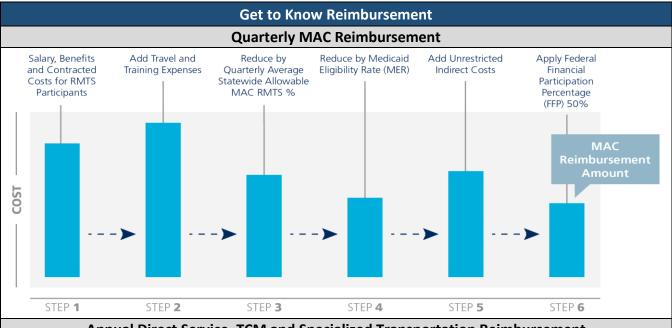
The Department contracted with PCG to assist with the development and implementation of the SHS Program. PCG conducts the quarterly Random Moment Time Study (RMTS) utilizing EasyRMTS™ and operates the Medicaid Cost Reporting and Claiming System (MCRCS) used for collecting quarterly and annual expenditures. PCG provides the program Help Desk including e-mail and phone support to district staff and RMTS participants. The Department and PCG work together to provide annual and targeted trainings, newsletters, and the Program Manual and guides.

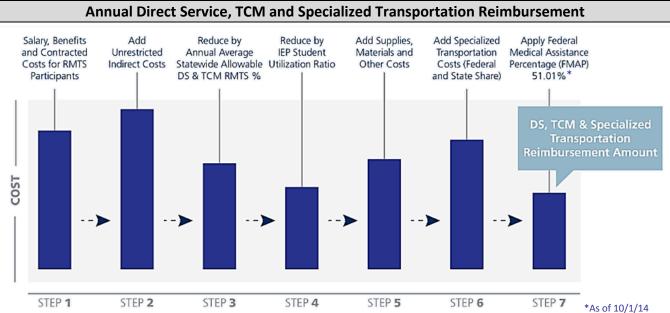
Contact Information				
RMTS		Cost Reporting		
Phone	866-766-9015	866-317-0223		
E-mail	cormts@pcgus.com	cocostreporting@pcgus.com		
Website	https://easyrmts.pcgeducation.com/ RandomMomentTimeStudy/	https://costreporting.pcgus.com/co		

### **Resource Summary**

SHS Program Components	Department	CDE	PCG
	-	CDL	rcu
Rate Setting	✓		✓
Interim Payments	✓		
Random Moment Time Study (RMTS)			
RMTS Requirements	✓		<b>✓</b>
RMTS System & Help Desk			✓
Annual and Quarterly Cost Report			
Cost Reporting Requirements	✓		<b>✓</b>
MCRCS System & Help Desk			<b>✓</b>
Reviews			
On-site Program Reviews	✓		<b>✓</b>
Provider Qualifications Review			✓
MAC Quarterly Compliance Review			✓
Annual In Depth Financial Review			✓
Desk Review			<b>✓</b>
State Reporting			
CDE Annual Report		<b>√</b>	
Local Services Plan (LSP)		<u> </u>	







### **Get to Your District Contacts**

Collaboration is the key to being successful in the SHS Program. Get to know the individuals within your district that will be assisting with financial reports, transportation costs, staff termination or leave dates, job duty identification, federal funds, e-mail addresses for RMTS participants. Every district is unique and will require different departments and staff contribution to the program.

Transportation:	Human Resources:
Finance:	Special Education:
Nursing Services:	Technology: